



Administrative Policies and Procedures: 16.51

Subject:	Interdependent Living Plan
Authority:	TCA 37-5-106; Chafee Foster Care Independence Act of 1999, ASFA
Standards:	PA-CM 3.02, PA-CM 3.04, PA-CM 4.02-4.03
Application:	DCS Staff

Policy Statement:

Every youth in out-of-home care fourteen (14) years of age or older shall have an Interdependent Living Plan included as part of the Permanency Plan to help prepare youth for a successful transition to adulthood. Any youth in out-of-home care who is age seventeen (17) years and six (6) months or older shall have goals included in the Interdependent Living Plan that address transition to adulthood, and issues related to the risk of emancipating to adulthood from state custody. Young adults receiving Department of Children's Services (DCS) Voluntary Post-Custody Services shall have an Interdependent Living Plan developed and updated at least annually.

Purpose:

To establish the procedures for development of the Interdependent Living Plan as an integral section of youths' permanency plans and its integration with existing DCS policies and practice for utilization of the Child and Family Team to guide such planning. The procedures for the development of a separate plan for emancipated adults receiving DCS Voluntary Post-Custody Services shall also be established. To also ensure the inclusion of each youth or young adult's voice, the input of all applicable team members, and necessary assessments in the development of Interdependent Living Plans.

Procedures:

A. The Interdependent Living Plan as a Component of the Permanency Plan

1. The **Interdependent Living Plan (ILP)** is a section of the Permanency Plan for all youth in state custody age fourteen (14) and older. As such, it is the responsibility of the assigned **Family Service Worker (FSW)** to develop this plan along with the Permanency Plan, maintaining the same review and update schedule. ([See DCS Policy 16.31, Permanency Planning for Children/Youth in DCS custody.](#))
2. The Interdependent Living Plan is developed as a separate plan for all emancipated young adults receiving DCS Voluntary Post-Custody Services. As such, it is the responsibility of the assigned Family Service Worker to develop this plan. It is also the responsibility of the assigned Family Service Worker to ensure that plan is reviewed in a **Young Adult Team Meeting (YATM)** at least annually, and updated as recommended. All areas of this plan

	<p>must be addressed. This review shall be documented in TNKids as a Progress Review CFTM.</p> <p>3. The Interdependent Living Plan is unique in that a specific emphasis must be paid to the youth or young adult’s input and preferences in its development. The integration of goals that project the youth or young adult’s increasing ability to manage all aspects of their own lives self-sufficiently, with all available options for the establishment of legal, physical and relational permanency and support, is essential. This work shall be viewed in the context of a life-long process.</p>
<p>B. Interdependent Living Planning – CFTM/YATM and the preparation of team members</p>	<p>1. As a component of the Permanency Plan, the ILP shall be developed in the context of a Child and Family Team Meeting (CFTM) as required by DCS Policy Attachment 31.7, Building, Preparing, and Maintaining Child and Family Teams. The ILP shall be developed as a separate plan for all young adults receiving DCS Voluntary Post-Custody Services in the context of a Young Adult Team Meeting.</p> <p>2. As part of the preparation of team members for the CFTM (see CFTM Protocol) the assigned Family Service Worker shall:</p> <p>a) Ensure that all youth in state custody age fourteen (14) or older complete the necessary life skills assessments. This must occur in advance of plan development, as the results and recommendations generated from the assessments shall guide the creation of measurable goals in the ILP. The time frames for initial completion and update of such assessment is referenced in Policy 16.53, Identifying and Accessing Interdependent Living Services (Section A).</p> <p>b) Whenever possible and appropriate, ensure that the youth or young adult’s caretakers or supportive adults complete the necessary life skills assessments. This must occur in advance of plan development, as the results and recommendations generated from the assessments shall guide the creation of measurable goals in the ILP.</p> <p>Note: There are circumstances that may impede the ability to complete a life skills assessment in advance of the initial CFTM/Permanency Plan development. These circumstances and alternative measures are outlined in the following protocol: Alternative Life Skills Assessment Protocol.</p> <p>3. Ensure that all team members expected to participate or provide technical assistance/specialized advisement are given adequate information to review. Such team members may include, but are not limited to, DCS Education Specialists, Interdependent Living Program Specialists, DCS Psychologists, DCS Health Services staff, Center of Excellence (COE) clinicians, provider agency staff, representatives of the community mental health agencies, DMRS and the Office of Vocational Rehabilitation. The information referenced may include, but is not limited to, medical evaluations, clinical and educational evaluations and assessments, and vocational assessments. This must occur</p>

	<p>in advance of plan development, as such team members will need sufficient time to review the information, identify resource options and formulate recommendations.</p>
<p>C. Interdependent Living Plan Development- Identifying and Addressing Needs and Creating Goals</p>	<p>Measurable goals may be developed in the ILP, commensurate with assessment results and recommendations and the youth or young adult’s developmental capabilities. At a minimum, the ILP must address the Life Skills and Daily Living and Support: Social Relationships and Communication Skills areas for youth 14 up to the 17th birthday. Such goals shall be developed so as to ensure that youth or young adults directly participate in the tasks necessary to accomplish such goals, and shall address the following as appropriate:</p> <ol style="list-style-type: none"> 1. Increasing the youth or young adult’s ability to identify and develop permanency options and connections to supportive adults, to include building social skills. 2. Increasing the youth or young adult’s ability to develop vocational and/or post secondary educational interests and plans. Educational assessments shall be utilized to determine the youth and young adult’s educational and/or vocational interests and level of ability. 3. Increasing the youth or young adult’s knowledge about housing options, and issues related to the acquisition and maintenance of independent housing. This shall include, but is not limited to, identifying affordable housing, tenant lease laws and contracts, managing finances as it relates to housing and maintaining a safe and stable home environment. 4. Increasing the youth or young adult’s ability to develop economic stability and self-sufficiency. This shall include the identification of available financial resources, the acquisition of job seeking skills and job maintenance, and financial management skills. 5. Ensuring the acquisition of an array of life skills, utilizing the results of a life skills assessment to identify strengths and needs and develop the future goals for the youth. Measurable goals related to providing life skill instructional opportunities to the youth or young adult, which clearly identify the parties responsible for delivering and documenting such instruction, shall also be developed. 6. Identifying medical, dental and mental health needs and the applicable service providers. Increasing the youth or young adult’s ability to self-monitor in regard to health. 7. Increasing the youth or young adult’s ability to identify and utilize available transportation options. 8. Increasing the youth or young adult’s access to community resources and supports, to include opportunities to participate in religious or spiritual activities, extracurricular activities, and other pursuits essential to normalizing such life experiences for adolescents and young adults.

	<p>9. Increasing the youth or young adult’s ability to self-advocate, to include increasing the youth or young adult’s knowledge about legal and other rights. The status of illegal or undocumented youth, with an emphasis on identifying all necessary mechanisms for establishing legal residency, shall also be addressed (seek legal guidelines for process information).</p> <p>10. Accommodations and modifications for special needs youth or young adults, as they relate to all areas referenced in this policy, shall be determined. This may include the need for specialized assessment tools, or interventions and resources if the standardized or generally available options are not clinically recommended or appropriate.</p> <p>11. The utilization of IL Wraparound funding to help support the goals outlined in the ILP shall be referenced, as applicable (see DCS Policy 16.53, Identifying and Accessing Interdependent Living Services).</p>
<p>D. Interdependent Living Plan Development- Identifying and Addressing Needs and Creating Goals for the Transition to Adulthood</p>	<p>1. Young adults at risk of emancipating to adulthood from state custody require unique planning and decision-making procedures be applied to meet their needs, as circumstances exist that require permanency plan review, placement stability and discharge planning. This shall be accomplished by the development of a Transition Plan, utilizing the Interdependent Living Plan as its foundation, for every such youth in state custody.</p> <p>2. All procedures associated with the development of the Interdependent Living Plan as outlined in Section C of this policy shall be applied when developing a transition plan. Proceeding from this, all areas of the ILP must be addressed for youth 17 years of age or older. The time frames associated with the development of this plan are outlined in Section A of DCS Policy 16.54, Provision of Voluntary Post-Custody Services to Young Adults and Protocol for Continuation of TennCare Eligibility for Children Exiting Care.</p> <p>3. In addition, the transition plan shall also include, but is not limited to, the following:</p> <ul style="list-style-type: none"> a) Specifics regarding the transfer of all essential documents to the youth. (See Essential Documents List: Transition to Adulthood.) b) The maintenance of health insurance, to include re-application for TennCare. (Refer to Protocol for Continuation of TennCare Eligibility for Children Exiting Custody.) c) The identification of an appropriate and available housing option. This shall include a careful review of a youth’s current supports; with an emphasis on maintaining placement stability whenever possible (See DCS Policy 16.52, Eligibility for Interdependent Living and Voluntary Post-Custody Services Section L). Application for Section 8 housing, and housing options available to youth with special needs through adult service and health insurance options, should be considered as appropriate. d) The assessment of established or potentially available sources of financial

	<p>assistance, such as Social Security benefits, trust funds, Families First, etc. shall occur. Planning shall occur on the basis of this assessment to ensure that youth transitioning to adulthood access all available financial supports they may be eligible for, and to also ensure reasonable utilization of DCS administered benefits to avoid duplication of services. The development of a budget (see CS-0812, Personal Household Budget) with the youth shall occur as part of this planning.</p> <p>e) Utilization of policies, protocols and procedures for establishing adult services for youth with special needs, as applicable (see policies 19.7, Transitioning DCS Youth Into Adult Behavioral/Mental Health Services, and 19.8, Transitioning Youth Into the Division of Mental Retardation Services (DMRS) Adult Services). This should include an assessment by the Office of Vocational Rehabilitation.</p> <p>f) Address the status of illegal or undocumented youth, with an emphasis on identifying all necessary mechanisms for establishing legal residency status by the time such youth emancipate to adulthood.</p> <p>g) The establishment of Voluntary Post-Custody Services, as applicable (DCS Policy 16.53, Provision of Voluntary Post-Custody Services to Young Adults).</p>
<p>Forms:</p>	<p><u>CS-0812 Personal Household Budget</u></p>
<p>Collateral Documents:</p>	<p>CFTM Protocol</p> <p>IL Wraparound List/Protocol</p> <p>Essential Documents List</p> <p>Ansell Casey Life Skills Assessment Protocol</p> <p>Alternative Life Skills Assessment Protocol</p> <p>Protocol for Continuation of TennCare Eligibility for Children Exiting Care.</p>

Glossary:	
<i>Special Needs</i>	DCS term relating to youth identified as needing continued services for behavioral/mental health issues, or youth diagnosed as being mentally retarded (IQ of 70 or below). See policies 19.7- Transitioning DCS Youth Into Adult Behavioral/Mental Health Services and 19.8- Transitioning Youth Into the Division of Mental Retardation Services(DMRS) Adult Services for additional qualifications. .
<i>Young Adult CFTM (YATFM)</i>	The Young Adult Team Meeting (YATM) is used by DCS staff to engage post-custody young adults in the decision-making process throughout their relationship with the Department. The YATMs are used for the development of Interdependent Living Plans and making relational permanency decisions as well as for addressing critical decisions around identifying services. When the Interdependent Living Plan is completed, the Plan serves as the documentation of the Young Adult Team's work. For all others, the team's work and decision(s) are documented in the staffing summary.